

POSITION DESCRIPTION <i>(Please Read Instructions on the Back)</i>								1. Agency Position No.	
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		6. OPM Certification No.	
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted <i>(Specify in Remarks)</i> <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	
Explanation <i>(Show any positions replaced)</i>  Standard MWR NAF PD		12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive		13. Competitive Level Code		14. Agency Use NAF			
15. Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code		Grade	
a. Office of Personnel Management									
b. Department, Agency or Establishment									
c. Second Level Review		Electrician		NA		2805		10	
d. First Level Review									
e. Recommended by Supervisor or Initiating Office									
16. Organizational Title of Position <i>(if different from official title)</i>				17. Name of Employee <i>(if vacant, specify)</i>					
18. Department, Agency, or Establishment				c. Third Subdivision					
a. First Subdivision				d. Fourth Subdivision					
b. Second Subdivision				e. Fifth Subdivision					
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.				Signature of Employee <i>(optional)</i>					
20. <b>Supervisory Certification.</b> <i>I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that</i>				<i>this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.</i>					
a. Typed Name and Title of Immediate Supervisor				b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i>					
Signature _____				Date _____		Signature _____			
21. <b>Classification/Job Grading Certification.</b> <i>I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.</i>				22. Position Classification Standards Used in Classifying/Grading Position					
Typed Name and Title of Official Taking Action S. J. NEW Principal Classifier				OPM FWS JGS for Electrician-2805 TS-55 Jun 89					
Signature _____				Date _____		<b>Information for Employees.</b> The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.			
23. Position Review		Initials		Date		Initials		Date	
a. Employee <i>(optional)</i>									
b. Supervisor									
c. Classifier									
24. Remarks									
25. Description of Major Duties and Responsibilities <i>(See Attached)</i>									

## **NONAPPROPRIATED FUND POSITION DESCRIPTION**

**JOB TITLE:** Electrician **POSITION NUMBER** 01-0150

**JOB SERIES:** 2805 **PAY LEVEL:** NA-10

**Summary of Duties:** Installs, modifies, repairs, maintains, troubleshoots, tests and loads new and existing electrical lines, circuits, systems, associated fixtures, controls and equipment as a skilled journeyman level. Works from building plans, blueprints, wiring diagrams, engineering drawings, and electrical maintenance and repair manuals to plan and lay out the routing, replacement, type, size, gauge, balance, load, continuity, and safe operation of electrical lines and lighting, circuits, systems, equipment and controls. Determines and places distribution panels, junction boxes, fittings, and connections and installs wiring, couplings, conduit, relays, fixtures, transformers and other electrical devices. Plans and lays out work, tracing hard-to-locate defects or problems, and completing repairs and installations with little or no technical advice.

Performs other related duties as assigned.

**Skills and Knowledge:** Experience that demonstrates a journeyman level knowledge of the operation and installation of a variety of complete electrical systems and equipment, such as series, parallel, and compound circuits for single and multiple phase alternating current of varying voltage, amperage, and frequency; wiring systems in industrial complexes and buildings; and power or regulating and control circuits and distribution panels to machinery, control equipment, computers, and other electrical equipment. Ability to interpret and apply plan specifications, blueprints, sketches, schematics and wiring diagrams. Must have knowledge of the National Electrical Code.

**Responsibility:** Works under the supervision of the designated supervisor. Performs recurring routine repairs independently. The supervisor checks overall work to see that it meets accepted trade standards and is completed in a timely manner.

**Physical Effort:** Position requires prolonged standing, stooping, bending, kneeling, climbing, and working in tiring position. Frequently lifts and carries materials, and equipment weighing up to 40 lbs. Occasionally lifts heavier items.

**Working Conditions:** Work is performed both indoors and outside. Exposed to dirt, grease, noise, electrical shock, burns, and possible fall from ladders. May be exposed to inclement weather conditions. Must wear issued protective gear.